

Annual Report

of

The Public Printer

Fiscal Year 1970

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PREFACE

The Annual Report of the Public Printer is prepared and submitted to Congress each year. Information on all major activities of the Government Printing Office is contained in brief narrative form. Transactions which can be digested in an appropriate form are presented in the statistical appendix to this document.

Fiscal year 1970 was an exceptionally busy one for the Government Printing Office and one which might be characterized as encompassing major changes in policy and approach. The value of the Government Printing Office's volume in fiscal 1970 increased from \$203.7 million in 1969 to \$235.6 million--about 16 percent. Both commercially-procured and inhouse printing and binding showed substantial gains with the increase in commercial work--nearly \$15 million--about double that shown by inhouse work. Contributing significantly to the surge in work done inhouse was the growth in congressional printing and binding.

The Congressional Record averaged 217 pages per issue as opposed to 189 for the previous year and the number of issues rose from 171 to 222. Total Record pages printed jumped 48 percent from 32,284 to 48,120. Late adjournment of the 1st Session of the 91st Congress and the convening, roughly three weeks later, of the 2nd Session, coupled with operations connected with the Budget and Economic Report of the President, created large calendar year-end workloads. In the latter half of the fiscal year accelerated Appropriations Hearings and tighter Code of Federal Regulation schedules again resulted in abnormally heavy workloads. The hiatus between congressional sessions is usually earmarked for production of the Budget and the Economic Report of the President. Compressing the heavy opening and closing requirements of Congress into the same time frame traditionally reserved for work on these crucial Executive Branch products placed heavy demands on the Office and called for substantial overtime.

Still another element served to balloon overtime hours some 30 percent over 1969. Shortly after backlogs were cleared, a new administration was installed in the Government Printing Office on April 1, 1970, and although President Nixon's appointment of A. N. Spence as Public Printer of the United States was not a factor, a labor issue, long dormant, flared into activism. The point at contention was revision of the formula used for nearly 23 years to determine craft wages. Activism took the form of composing craftsmen refusing overtime work at the outset. As steps were taken by the Office to buy composition from commercial sources in order to meet congressional requirements, a full-scale "sick out" among compositors developed. Pickets and sympathizers appeared at GPO's entrances. The incidents were brought

to an early end after a personal appeal by the Public Printer who pledged a complete review of the existing wage formula. Although GPO did not fail to publish a single issue of the Congressional Record because of the labor situation, a great deal of Extension material was held out and occasionally portions of the Proceedings. Since the entire available workforce was mustered during this period for work on the Record, other congressional requirements accumulated, adding to backlogs.

In accordance with the Joint Committee on Printing's new policy direction on the regional procurement of all printing determined to be susceptible of commercial procurement, the GPO opened two new Regional Printing Procurement Offices--one in Region 7, Dallas, Texas, and the other in Region 4, Atlanta, Georgia. Procurement of printing and binding as well as materials and services grew and the Office consummated its first purchase of magnetic tape composition for Linotron input. Two DSA jobs were composed on tapes and costs were nearly 50 percent below department estimates.

The Public Documents Division opened bookstores in Boston, Massachusetts, Los Angeles, California, and the Pentagon bringing the total number of retail bookstores to ten, and bookstore sales topped the \$2 million mark, exceeding previous year sales by 55 percent. The Public Documents Division continued its effort to replace mechanization with electronic automation. Conversion of its more than 1200 mailing lists to magnetic tape was proceeding satisfactorily as was the listing of deposit accounts on tape. A new high in depository libraries was also reached with 36 additional libraries added during the year.

The question of relocation was effectively settled with the arrival of the new Public Printer. In one of his first official acts, he announced his intention of working out the GPO's longstanding space problems without moving the Office from its present site.

PRODUCTION DIVISIONS

Production operations were relatively well-ordered during the year and the continuing shift toward faster and more efficient processes could again be identified.

Congressional Printing

In contrast to the previous fiscal year, this report shows a considerable increase in Congressional Record production. This most important publication, as it becomes an increasingly more difficult task, requires more and more of our available equipment and manpower. In addition, receipt of copy pertaining to Bills, Reports, Hearings, Calendars, etc., continues to increase affecting our ability to satisfy all of the printing needs of Congress.

An active Congress, in session much more consistently than the previous one, accounted for the unusual increase in the volume of Record copy. The comparative table below shows an increase of over 48 percent in the number of pages printed as the total rose from 32,284 to 48,120. An all-time high in the average number of pages per issue is shown by the increase to 216.76 pages from the previous 188.79, as the number of issues printed rose from 171 to 222. (Four of the issues were printed in two parts.)

	1970	1969	1968
Number of issues -----	<u>222</u>	<u>171</u>	<u>218</u>
Number of pages -----	48,120	32,284	43,180
Average pages per issue --	216.76	188.79	198.07

While 219 pages per issue was the fiscal average, it should be pointed out that almost 100 daily issues of the Record totaled 256 or more pages each.

The Budget and the Economic Report of the President

While these two important and difficult jobs originate in the Executive Branch instead of Congress, the major portion of the production activity is the duty of the night force. Efforts to research and compile figures during the day for the completion of copy understandably delays its receipt at GPO until the late evening hours. Yet the urgent nature of these jobs necessitate overnight service. The Congress usually is still in session as these two jobs are in progress. Each year more and more assistance is required from the day force to help in meeting the deadlines. By comparison, more than 1,000 additional folios of copy were received in fiscal 1969 than in 1970. The total printed pages in the five major items, however, were 2,143 in 1970, as compared to only 2,072 in 1969.

Binding Division

Congressional requirements touch heavily on the Bindery and since it is the final production station in the manufacturing stream, increased volume and shorter Congressional schedules dramatically affect this Division while Congress is in session.

A decrease in the workload during the latter part of this Fiscal Year has had an effect on all sections of the Binding Division. The loss of work done for the Library of Congress by the Library Unit of Book Section has caused a significant drop in personnel assigned to this area.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Folding (sheets)	367,739,479	380,952,621	463,503,919
Gathering (complete books)	21,838,688	21,676,032	22,215,377
Inserting (complete books)	69,066,840	76,057,921	84,192,375
Passports (2 up)	1,132,440	1,022,062	944,276
Gathering (flat sheets)	7,203,218	8,525,377	12,211,242
Ruling - L disc (sheets)	2,810,920	3,648,055	6,432,653
Drilling (sheets, etc.)	1,185,920,086	1,524,879,633	1,482,527,069
Punching (sheets, etc.)	31,185,511	59,536,509	68,502,806
Cutting (sheets)	214,863,507	244,251,790	256,197,922
Coil-Bound Steno and Composi- tion Notebooks (Bielomatik)	3,914,179	3,992,152	4,779,772
Coil Bound (Hand fed Bielomatik)	600,567	82,928	589,511
Wrapping (hand and machine)	2,113,657	2,455,809	2,497,037
Banding (hand and machine)	1,616,176	2,312,965	2,603,878
Cartons sealed	474,461	534,231	503,506
Sigs sewed-machine	98,367,585	103,542,213	104,059,985
Books cased-in	2,881,685	3,640,667	4,020,113
Cases made	2,841,763	3,397,771	3,942,470
Pamphlets covered	3,939,064	4,505,076	4,879,931

Composing Division

Congressional requirements during the year were very demanding. Late adjournment of the 1st Session of the 91st Congress (December 23, 1969) required the processing of Congressional printing needs simultaneously with the Budget, the Economic Report, and related end-of-the-year publications. The Second Session of the 91st Congress convened on January 19, 1970, and the Office was informed that the Appropriations Committees would endeavor to complete all hearings by the end of June. Consequently, the last half of the Fiscal Year taxed Composing services to the limit.

The following data compare major activities for fiscal year 1970 with like activities for the two fiscal years immediately preceding:

Overtime Hours

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Shift 1 -----	387,905.2	275,682.6	265,549.0
Shift 2 -----	554,202.2	278,297.2	415,113.6
Total -----	<u>942,107.4</u>	<u>553,979.8</u>	<u>680,662.6</u>

The increase in overtime hours for the Fiscal Year is due to the late adjournment of the 1st Session of Congress, and necessary processing of the Budget, Economic Report, etc., simultaneously with Congressional requirements for legislative process. The concentration of Appropriation Hearings copy with tighter schedules on Code of Federal Regulations volumes during latter half of the Fiscal Year, contributed to continuing heavy overtime demands throughout Fiscal Year. Personnel refusal of overtime lead to massive backlogs and required seventh-day operation as well as full use of hot metal purchases from commercial sources to reduce in-plant workloads to manageable levels.

Fiscal Year 1970 showed an increase in measurable type. Ems increased to 3,145,093,000--an increase of 249,696,300 ems. When these figures are reconciled with the overall increase of hours, the em average decreased from 4,617 last year to 4,558 ems per hour this year. A comparison of the past three-year period follows:

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Hours	690,025.2	627,092.7	688,312.0
Ems	3,145,093,000	2,895,396,700	3,149,048,400
Ems Per Hour	4,558	4,617	4,575

Patents work showed an increase over the preceding year:

	<u>1970</u>	<u>1969</u>	<u>1968</u>
No. of Patents	66,339	61,957	61,599
Average issue	1,300	1,191	1,184

Electronic Photocomposition Unit

The Electronic Photocomposition Unit produces photocomposition on manually-operated photomechanical and tape-operated electronic photo-typesetting machines.

The total number of pages produced on the Linotrons increased by 86 percent over the previous year. In order to meet commitments on the end-of-calendar-year workload, the Linotrons were operated on two shifts from September 15, 1969, through November 30, 1969.

Comparison of Activities

	1970	1969	1968
Linotron (pages)	230,514	123,788	39,870
Linofilm keyboard (pages)	16,307	14,095	17,415
Justowriter Keyboards:			
Tape perforated for Linofilm 1/2 gal.	1,008	2,106	1,374
Linofilm Photographic Units:			
Keyboarded tape 1/2 gal.	12,113	10,571	13,061
Furnished paper tape 1/2 gal.	77	698	837
Furnished magnetic tape 1/2 gal.	14,279	15,761	34,629
Furnished magnetic tapes pages	100	488	2,458
Furnished EAM cards pages	312	256	263
Input Converter:			
Paper to magnetic tape 1/2 gal.	508	1,417	1,100
Paper to magnetic tape pages	301	332	163
Output Converter:			
Linofilm (magnetic tape) 1/2 gal.	14,279	15,761	34,629
Linofilm (magnetic tape) pages	412	744	2,721

During fiscal year 1970 a total of 230,514 pages were produced on the Linotron systems. Of this total, 61,305 pages made up the Defense Supply Agency Master Cross Reference List. In fiscal year 1969, 35,000 pages were produced for this publication on a 40-day schedule. This same schedule was maintained in fiscal year 1970 with an additional 25,000 page requirement. The quarterly change bulletins are proportionately larger and schedules on these, as well as other work, are being maintained.

Weekly, semi-monthly, monthly, quarterly, and annual publications are constantly being committed to the Electronic Composing System. There are presently three sizeable jobs being produced on the Linotron on a 24-hour schedule.

The computer master typography program is continuing to operate with fewer problems. Ninety-three different repetitive publications are in production on the Linotron requiring approximately 275 different formats. The software contractor has submitted documentation and is in the process of correcting and debugging several routines.

Letterpress Division

Congressional work continued to dominate production in this Division, with the bulk of our volume, exclusive of the Record, being produced directly from type. Platemaking activities, in the main, are controlled by letterpress demand, and while Division manning is below that of previous years, in most productive categories output compares favorably with previous years.

Comparison of Activities

Imposed Forms:	1970	1969	1968
Calendars	4,333	4,522	5,685
Nominations, Messages, etc.	339	502	632
Enrolled Bills	1,759	1,415	1,881
Documents and Miscellaneous	17,773	16,485	25,434
Foundry	11,286	10,902	10,578
Bills	12,685	13,205	12,565

Comparative Congressional Record and Federal Register production data:

Congressional Record:	1970	1969	1968
Issues	222	171	218
Pages	47,907	32,133	42,895
Ave. Paper Pages per Issue	216.76	188.79	198.07
Federal Register:			
Issues	251	250	253
Paper Pages	18,422	18,812	18,288
Type Pages	17,709	18,006	17,549
Ave. Paper Pages per Issue	73.39	75.24	72.28

Postal Cards: 846,008,000 777,020,000 1,437,128,000

Production of Postal Cards rose slightly above last year's low but production is expected to remain depressed unless a price rise goes into effect.

Platemaking Activities

The following table presents a comparison of annual production of the Platemaking facilities combined with the Letterpress Division on November 2, 1969.

	1970	1969	1968
Electrotype Flat Plates- sq.in.	304,776	325,379	341,478
Electrotype Curve Plates- sq.in.	474,373	640,867	680,808
Stereo Flat Plates- sq.in.	668,968	1,087,291	1,097,425
Stereo Curved Plates- sq.in.	6,002,427	5,514,370	6,244,205
Photoeng. Copper Plates- sq.in.	61,605	67,616	55,168
Photo.Mag. Linecuts- sq.in.	495,222	393,227	396,288
Photo.Mag. H/T Plates-sq.in.	22,891	33,774	41,707
Photo.Comb.Mag.Plates- sq.in.	21,421	26,307	14,142
Magnesium Wrap Arounds-sq. in.	436,450	336,475	399,900
Dycril Wrap Arounds- sq.in.	58,050	38,700	34,400
Dycril Curved- sq.in.	236,488	139,184	133,748

Offset Division

Paralleling the remarkable growth of congressional work such as reports, hearings, and calendars, produced by the Division has been a corresponding drop in several other functional items, most importantly machine hours and impressions. Startup problems with new 65-inch perfectors and a fewer overtime hours were the chief causes.

Comparison of Activities

Jackets Processed:	1970	1969	1968
Plant	10,402	11,813	11,985
Commercial	9,698	8,361	9,168
Commercial (Print Order)	1,846	1,787	2,756
Total	<u>21,946</u>	<u>21,961</u>	<u>23,909</u>
Congressional work (pages)			
Bills	43,172	50,668	43,888
Misc. Hearings & Committee Prints	335,882	244,815	252,860
Senate Calendar	988	---	---
House Calendar	20,129	15,458	25,452
Supreme Court Decisions	2,422	2,214	2,656
Proofs Processed	279,273	130,649	82,044
Congressional Record	1,936	---	---
Total	<u>683,802</u>	<u>441,492</u>	<u>406,980</u>
Official Gazette:			
Pages	21,964	20,791	22,632
Illustrations	58,844	55,349	55,030
Number of Negatives or Positives	915,907	855,404	787,852
Square Inches of Film	57,938,067	57,573,079	51,489,300
Number of Plates	58,912	64,184	58,431
Square Inches	104,353,528	114,598,239	102,035,265
Makereadies (Web Cylinders)	19,469	14,499	---
Makereadies (Sheet Cylinders)	44,822	50,986	---
Total	<u>64,291</u>	<u>65,485</u>	<u>62,048</u>
Total Impressions:			
Web Group 86	79,730,148	75,221,524	108,193,572
Web Group 88	28,013,185	32,136,450	
Web Group 91	820	---	---
Sheet	240,411,073	302,220,662	306,788,663
Total	<u>348,155,226</u>	<u>409,578,636</u>	<u>414,982,235</u>
Average Impressions, all presses	13,226	17,172	6,704*

*This average is a per-cylinder figure rather than an average per 'run' which appears in the 1969 and 1970 listings.

Library of Congress Branch

Titles received for letterpress composition in foreign language alphabets, Cyrillic, Arabic, Hebrew, Armenian and Greek, continue to show a steady increase due to the Shared Cataloging project of the Library of Congress. Overall increase in titles received amounted to 6 percent.

Letterpress forms increased, and copies delivered show an increase due to longer press runs.

Regular catalog cards received for offset processing increased slightly while copies printed, due to longer press runs, increased by better than 54 percent.

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Total Catalog Cards	168,434,483	128,599,612	152,770,259
Total Proofsheets	15,761,705	14,834,076	13,027,900
Total forms printed	117,514	122,603	126,376
Total press impressions	32,885,899	29,470,048	30,218,339
Total copies printed	193,232,336	157,646,322	181,632,560

During the past year the Ektalith system of producing plates, which was a dark-room, transfer process, was replaced by an automated photo-direct daylight operation, which will increase production, improve quality and lower costs.

The Library of Congress is moving ahead with automation in the Card Division. Present plans call for the Phase II system to become operational on a limited basis beginning in January 1971, but it will be fiscal 1972 before any significant impact is made by the system.

Delivery Section

The count of individual shipments for the year amounted to 167,195 items. Any entry on our recording ledger is regarded as an item and may range from a Kraft envelope to six or more skids of work. The current figure represents an increase of 7,100 items above fiscal year 1969. Fleet mileage showed an increase of 43,805 miles. Along with the general increase in workload, a factor in the increased mileage and delivery items is the present policy of the departments in requiring additional delivery stops. Our accident frequency figure dropped from 12.45 to 6.99. The current figure places us in the top five of fifteen fleets competing in our class.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Shipments	167,195	160,095	149,017
Mileage	394,902	351,097	288,170
Pickups	5,925	5,600	5,450
Accident Frequency	6.99	12.45	7.69

Field Service Division

The Field Service Division is responsible for the overall administration of six GPO printing plants, located in New York, Chicago, Denver, San Francisco, Seattle, and Washington, D.C., which fulfill printing, binding, and related requirements, including commercial procurement of printing in the field, of government departments and agencies in their areas.

Total work volume for this division increased 13 percent, from \$8,611,000 in fiscal year 1969 to \$9,748,000 in fiscal year 1970. Included in the 1970 volume was approximately \$2,000,000 for printing procured commercially, representing an increase of over \$500,000, or approximately 41 percent.

The Post Office Department, our second largest customer last year, increased their requirements from \$916,000 to \$1,121,000 to become our largest this year. This increase was felt in all but our San Francisco Office and was mainly the result of their forms decentralization program.

The Department of the Interior, our largest customer last year, dropped to second place in fiscal year 1970 but still showed a general increase in business in most of our offices with a total volume of \$1,110,000.

Comparison of Billings

	1970	1969	1968
Chicago	\$1,766,550.54	\$1,444,099.05	\$1,496,578.68
Denver	1,436,264.52	1,416,417.06	1,281,882.89
Departmental	4,311,012.67	3,560,149.69	3,523,776.57
New York	958,185.29	790,455.84	470,772.65
San Francisco	501,524.54	582,676.92	298,626.55
Seattle	774,651.05	817,530.01	353,604.71
Total	\$9,748,188.61	\$8,611,328.57	\$7,425,242.05

Significant increases in printing procurement were reported by Chicago, Denver, and New York, the latter being noteworthy in that there are at present no procurement programs assigned to New York and despite this, that office had the largest dollar volume in printing procurement. Decreases in the two western offices can be attributed mainly to a decrease in program activity and the loss by the Seattle office of the Air Force ACIC charts, previously procured in that area but now produced by the Coast and Geodetic Map plant here in Washington.

PLANNING DIVISIONS

Planning Service Division

During fiscal year 1970, the Planning Service Division received a total of 163,235 printing and binding requisitions and print orders (including print orders processed directly through Government Printing Office Regional Procurement Offices). The number of requisitions was about the same as received in 1969 and 1968. However, the number of print orders received 15 percent greater than 1969 and 46 percent greater than 1968. This sharp rise in the number of print orders was due chiefly to increased commercial procurement of program and like work on both old and new contracts let by the Office. Much was formerly contracted for or produced in-house by many of the departments involved.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Orders received:			
Requisitions	72,382	73,019	73,445
Print Orders	90,853*	78,972*	61,880
Total	163,235	151,991	135,325
Jackets issued	49,455	50,704	51,365
Open jackets issued	7,579	7,488	6,889
Schedules established	46,828	54,491	53,764
Informal estimates	172	220	225

*Includes print orders processed directly through regional procurement offices.

Additional Orders and Jackets

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Patent Work	92,958	86,452	86,615
Congressional (individual bill and calendar orders, Cong. Record, Federal Register, etc.)	20,150	27,733	22,862
Postal Card Shipping Orders and additional jackets on blank paper orders	80,120	89,184	81,648

Commercial contract for pick-up and delivery service of copy, proofs, and small amounts of printing material, servicing the National Institutes of Health and Public Health Service, Bethesda, Maryland; the Central Intelligence Agency, McLean, Virginia; and one emergency program for the Defense Supply Agency, Alexandria, Virginia; continues to prove its value in improved service to customers.

A review of Dated Periodicals produced in-house (89 publications)

conducted in cooperation with Plant Planning and Production personnel for updating of specifications and rescheduling to reflect current needs and procedures, was completed during the fiscal year.

Plant Planning Division

During the fiscal year the Plant Planning Division prepared 32,227 regular and print order jackets--a decrease of about 5.4 percent from 1969. As a result of the decrease in the number of jackets prepared, there was a like decrease in the number of production plans developed, formal (firm) estimates made, and jackets scheduled, as compared to 1969. However, such decreases or increases in these principal activities are normal from year-to-year, since the governing factor in accepting orders for in-plant processing is the volume of work they represent with respect to the production capabilities of the plant, rather than the number of jackets.

During the fiscal year the total number of jackets processed through the Typography and Design Division, 9,346, was about 15.1 and 10.5 percent less, respectively, than the 11,008 and 10,447 jackets processed in 1969 and 1968. As a result of the decrease in the number of jackets processed--the principal controlling factor in the activities of the Division--there was a more-or-less work volume decrease in all of their activities.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Printing and Binding:			
Production plans developed	21,131	23,027	23,222
Estimates made:			
Formal (firm)	18,228	19,862	20,515
Informal	2,245	2,259	2,387
Sales prices developed	9,787	10,206	9,828
Jackets prepared:			
Regular & print order	32,227	34,073	33,825
Open	1,272	1,260	1,253
Blank Paper & Supplies:			
Requisitions received	9,377	8,862	9,343

The beginning of the fiscal year saw the printing program for the 1970 Census forms in full swing. Some 104 million units were committed for in-plant production which required over 4 million pounds of paper and called for close and constant attention throughout all operations to permit processing on optical scanning equipment.

Savings made as a result of specification changes proposed by this Division and accepted by the ordering agencies were many. For example, savings were recorded that exceeded \$200 per jacket (about \$188,000 over the \$400,000 listed for the Census program) for the fiscal year. The largest individual savings was on a Labor Department folder. A suggestion changed the stock to white offset paper and resulted in a savings in presswork, folding, and materials of \$19,000.

Typography and Design Division

Jackets processed through the Division decreased by 15 percent, and the number of jobs received from the Scheduling Committee, Planning Service Division, for color consideration decreased by 5 percent.

There was a 14 percent decrease in the number of pieces of finished artwork when compared with fiscal year 1969. The number of layout sketches was down 18 percent, and the number of dummy pages pasted showed a 21 percent decrease. The number of illustrations retouched was down about 50 percent from last year. All of these decreases can be attributed to the general reduction in the number of jobs processed during the year, and also to the fact that the nature and composition of many of our jobs changes drastically from year to year.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Conferences	594	604	775
Number of persons	1,199	1,107	1,314
Agencies represented	152	132	120
Hours spent in conference	528	625	740
Jackets received from Scheduling Comm.			
& processed for reference to color, etc.	8,341	8,861	8,542
Total number of jackets processed	9,346	11,008	10,447
Orders for photoengravings	1,912	2,475	2,481
Finished art pieces	6,325	7,407	8,079
Layout sketches	1,709	2,101	3,034
Illustrations retouched (pieces)	1,117	2,287	4,224
Dummy pages pasted	3,800	4,837	4,381
Photographic Requests	2,896	3,333	3,075
Finished pieces	27,984	32,179	37,988

As part of its regular work the Division was concerned with the printing of a number of important or unusual books or programs.

Public Papers of the Presidents, Lyndon B. Johnson, 1968-69, Jacket 22-486
This was the fifth and final volume of this series. As was the case in previous years, the amount of copy was so great that it was necessary to divide the material into two books. The first book contained 928 pages, and the second book 804 pages. They were printed on 50 percent rag antique paper, and bound in green cloth with stamping in dark green and gold.

1969 Yearbook of Agriculture, Jacket 326-541 -- The title of the book is Food for Us All. The format and all the necessary artwork were developed by this Division. The book contained numerous illustrations, and for this reason was printed by web offset on 100-lb. offset paper. There were 400 pages plus printed endleaves. This included a 32-page four-color process signature of illustrations. The cloth for the casebinding was printed by offset in maroon, blue, and gold, and then varnished.

Report of the President's Task Force, White House -- This is a series of approximately 24 books published by the President's Task Force. Typo and Design designed the first volume in a very limited amount of time, and has since prepared all the other volumes that have been printed to match this volume, checked the proofs, and made camera copy for the covers.

ADMINISTRATIVE DIVISIONS

Engineering Division

The Engineering Division is a maintenance and service organization. A measurement of our activities includes the volume of maintenance service rendered, utilities furnished, and materials purchased.

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Maintenance service calls	32,416	32,305	32,040
Maintenance job orders	210	260	258
Yearly job orders	441	427	302
Specifications for new machinery and equipment	67	92	56
Machines installed	25	38	63
Machines relocated	22	24	163

Utility Usage

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Electric power (kw-hr.)	43,618,000	43,284,000	40,315,000
Gas (cu.ft.)	13,896,700	13,795,300	13,204,000
Water (gals.)	222,597,625	199,138,985	188,243,325
Steam (estimated lbs.)	45,825,000	45,040,000	44,465,000

Activities in Safety Program are shown below:

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Chargeable injuries	13	123	102
Fire Protection costs	\$23,777.83	\$23,398.60	\$23,052.78

Direct accident costs: B.E.C. charges

Medical treatment	\$44,465.00	\$36,775.00	\$11,303.00
Compensation payment	212,370.00	119,609.00	74,890.00
Buildings damaged	1,511.28	2,111.00	2,486.00
Machinery damaged	5,562.57	22,516.00	1,219.29
Equipment damaged	21,975.10	22,971.00	18,224.95
Total direct costs	\$285,883.95	\$203,982.00	\$108,123.24

The tabulated charges for medical treatment and compensation costs show a significant increase during the three-year reporting period. Two factors are directly responsible for this situation, which are:

1. Medical and hospital costs as well as salaries have increased considerably during this period.
2. Employees have been granted longer convalescent periods to recover from injuries.

The Safety Office has no control over the apparent increase in the severity rates of injuries. One possible procedure to drastically reduce these direct costs would be to return injured employees to some regularly established position as soon as they are released by their attending physician, even though it is a limited duty assignment.

The newly installed fire alarm evacuation signals are now operational. A new "Fire Regulations and Emergency Procedures Manual" was written, approved, and distributed during the year. We have trained 326 emergency squad members in the correct use of fire extinguishing equipment. The older type linen hose and straight nozzles located throughout the Government Printing Office have now been replaced with rubber-lined fire hose and fog nozzles.

Important recognition was bestowed upon the Government Printing Office when we received honorable mention in the Presidential Safety Award Program--Mission Safety 70.

Equal Employment Opportunity Office

During the year the EEO Office continued to review promotion actions in certain key organizational areas, to assure that qualified minority candidates were receiving fair and equal consideration in filling positions of higher responsibility. The EEO Office also provided pre-complaint counseling service and processed complaints of discrimination as follows:

	<u>1970</u>	<u>1969</u>	<u>1968</u>
No. of employees counseled	136	93	47
No. of formal complaints processed	1	5	6
No. of informal resolutions	25	not available	not available

Selection was made for the part-time position of Federal Women's Program Coordinator. This fulfills an obligation under current CSC regulations to assign specific program responsibilities toward enhancing the employability of women.

In cooperation with the Data Processing Branch, Finance and Accounts Division, the EEO Office established an automated system for reviewing and reporting on minority group census data.

Finance and Accounts Division

The Finance and Accounts Division is responsible for (a) financial management, (b) management information systems, (c) traffic management, and (d) legal services.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Vouchers audited (approximate)	171,000	154,000	150,000
Commercial printing procurement print orders processed	89,478	76,289	50,975
Government bills of lading accounted for and paid	30,531	29,883	33,706
No. of checks issued (symbol 6191)	46,666	41,881	41,976
Paper and material requisitions processed	277,112	274,517	273,000
Postal card and aerogramme requi- sitions processed	71,828	83,482	72,534
Paper and material requisitions reviewed and coded	184,892	194,270	134,464
Machinery and equipment record cards prepared and/or maintained	50,900	50,865	48,939
Jacket and print order cost summaries processed	181,581	180,482	163,026
Value of payrolls processed (in millions)	\$81.7	\$71.6	\$67.0
Jackets processed for billing	117,190	120,863	123,002
Billings processed	39,569	34,555	30,989
Checks processed	13,761	13,809	13,071
Newly set type (ems) measured (in thousands)	3,016,226	2,773,764	3,030,474
Govt. bills of lading accountabi- lity records maintained	50,281	45,376	46,029
Govt. bills of lading prepared	39,528	34,581	34,137
Computer programs completed	364	325	245
Computer programs in process	70	68	73
Tabulating cards processed (in millions)	28.4	24.5	23.1

The volume of printing and binding work increased from \$203,651,604 in fiscal year 1969 to \$235,641,139 in fiscal year 1970. This increase in volume is attributed to a 22 percent increase in printing acquired commercially and a 11 percent increase in work performed within the Central Office.

The Scale of Prices' rates for patents, post cards, and supplemental scales were revised and placed into effect. In addition, methods of billing patents work produced under a new photocomposition contract were developed.

The Division has initiated and seen enacted several laws which will benefit the Office. One law increased the number of authorized apprentices and another established a new sales rate for the Congressional Record.

Many technical revisions to Title 44 were necessitated since recodification on October 22, 1968. This work was coordinated with the Law Revision Council, and we anticipate that a bill incorporating all the changes will be introduced in the next session of Congress.

The concept for an internal budget system was developed and internal budget estimates for fiscal years 1971 and 1972 for all Government Printing Office organizations were manually prepared preparatory to the development of an automated budget reporting system. This system utilizes the pyramid method of reporting wherein all-expense internal budgets for subordinate levels of budgetary responsibility are integrated into the budgets of the next higher level of responsibility, with the Public Printer's overall budget becoming the supporting data for bridging to our external budget presentation.

A computerized system for handling accrued expenditures for commercially procured printing was developed and implemented. This system is designed to comply with requirements to report accrued revenues and expenditures to the Treasury Department, General Accounting Office, and the Bureau of the Budget.

The failure to make timely payment of contractor invoices caused considerable criticism of the Office and its policies. In line with the Public Printer's intent that payment should be made in 20 days or less, additional positions were authorized and steps taken to streamline the payment process. At year end, only 2 percent, or 54, of the 2,633 printing vouchers on hand had been in the Office more than 20 days.

Effective January 1, 1970, IBM announced that separate billings would be rendered for (a) computer systems, (b) systems engineering support, and (c) customer education and training. This policy, known as unbundling, had a significant impact on the Office. As a result of the new policy, we lost the services of two full-time systems analysts/programers.

During the year four cases against the Government Printing Office were settled in our favor. Columbia Typographical Union No. 101 v. Public Printer, alleging breach of the Memorandum of Understanding for failure to submit certain matters to conciliation, was withdrawn. David W. Wion v. United States Superintendent of Documents, alleged failure of the Superintendent of Documents to convey certain material was withdrawn for lack of jurisdiction. Robert Bradford Murphy v. Carper W. Buckley, alleged failure to send certain documents was dismissed upon showing that the documents were sent to Mr. Murphy. Harold Koenigsberg v. Carper W. Buckley, alleging in general damages for failure to receive certain publications, was dismissed for failure to state a cause of action.

Three cases against the Government Printing Office are still pending. Hobson, et al v. Hampton, et al, alleges discrimination by the Government Printing Office against minority groups with respect to hiring and promotional practices. Six of the named plaintiffs are current or former Government Printing Office employees, one of whom has since withdrawn his name. Estes v. Spence, alleges discrimination and bias with respect to the promotion to Assistant to Foreman, Letterpress Division. Hayes v. United States is a tort action arising from an alleged fall on sidewalk near the main entrance to Building 1.

Disbursing Office

The Office of the Disbursing Officer is responsible and accountable for the collection and disbursement of all cash items through the sale of publications, issuance and accounting of United States Savings Bonds, and any other cash transactions necessary to the conduct of business for the U. S. Government Printing Office.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Statements of Accountability:			
Collections	\$273,476,252	\$233,939,957	\$212,461,675
Disbursements	307,650,495	252,440,644	236,284,884
Total Number of Checks Issued	398,498	369,338	363,610
United States Savings Bonds:			
Number of Bond Accounts	4,473	4,717	4,790
Number of Bonds Issued	75,297	78,898	80,783
Payroll Deductions and Cash	\$2,177,320	\$2,199,771	\$2,249,850
Collection, Deposit & Refund			
Branch:			
Pieces of Mail Handled	6,941,672	5,726,175	5,089,963
Number of Coupons Disbursed	16,431,978	14,166,719	12,995,179
Number of Check Refunds	135,600	119,115	113,215

There have been increases in all phases of operations during the past year with the exception of the Savings Bond program. This work load was accomplished with the same work force and with a large turnover of employees.

The fluctuations of savings bond accounts reflects a great deal of work due to cancellations and renewals of payroll deductions. These accounts are kept manually and the bonds are prepared and issued by the Disbursing Office.

Internal Audit Staff

The Internal Audit Staff is responsible for conducting independent, objective, and constructive reviews of the Government Printing Office's operating, administrative, and financial programs and for reporting its findings and recommendations to the Public Printer.

Production Analysis

During the year, audits were performed on production security; paper inventory controls, vehicle control and property management practices; fixed assets policy and practices; purchase and use of selected materials and supplies; cash handling procedures; alleged theft of money and purchase orders; alleged theft of paper; and the GPO Cafeteria, Recreation, and Welfare Association. In addition, assistance and work were performed with and for representatives of the General Accounting Office and the Federal Bureau of Investigation.

As a result of these reviews, eight formal audit reports were issued and several memorandums were issued to top management who requested our opinion on selected operations.

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Audit reports issued	8	6	1

Audits in progress at the year end included reviews of paper handling and related activities; selected operations and administrative practices of the Chicago Field Service Office and the Office of the Superintendent of Field Service Division, Computing function and billing and collecting function, and financial statements and related accounts.

Personnel Division

The Personnel Division is responsible for advising the Public Printer and his staff on personnel policies and personnel programs which will enable the Office to carry out its mission in the most effective manner. It is also responsible for administering personnel programs in accordance with pertinent laws, civil service rules and regulations and the policies of the Public Printer.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
Training Projects	238	246	184
Employees trained	*2,412	1,633	1,524
Treatments in Medical Section	**51,131	47,693	44,434
CFC quota achieved	90.9%	89.2%	95.6%
Positions classified	*** 1,398	939	987
Corrective Actions	222	192	329
Appointments	2,138	1,944	1,794
Separations (includes 230 retirements processed)	1,714	1,657	1,558
Interviews Held, Rm. C-104	10,200	10,181	18,996
Promotions processed	1,172	916	865
Total Personnel Actions (Appointments, separations, changes)	****19,582	16,746	17,055
Formal Grievances (which arose out of labor agreements & reached conciliation stage)	6	3	0

* The increase in the number of employees trained includes orientation of summer employees which was not counted in previous reports. The increase also includes additional training of emergency squads in fire fighting.

** During the past year, we have had a gradual increase in the number of personnel reporting to the Medical Section for treatment. This is partly attributed to the fact that our Medical Office is treating more and a broader category of cases than were previously treated. In addition, a number of employees who were treated under the new tuberculin skin test program are reflected in the overall increase.

*** The increase in the number of positions classified is directly attributable to increased emphasis on the classification survey program.

**** The increase in the total number of personnel actions is attributed mostly to mass changes and wage adjustments which resulted from classification surveys. There was also a substantial number of changes in enrollments in the Federal Employees Group Life Insurance and in appointments of WAE personnel.

During the year, provisions of the Whitten Amendment were put into effect for all GG promotion actions in the Government Printing Office, bringing us into conformity with most other Federal agencies.

Sixty-seven employees completed formal on-the-job training programs and received certificates during the year.

Special orientations and training classes were held for approximately 150 summer aides and 57 college summer employees.

A special training program was prepared and presented to 43 union officials on Classification Procedures, Principles, and Concepts.

We have developed and forwarded for final approval proposed revision of our Administrative Order No. 209, on Labor-Management Relations. The revised Administrative Order embodies the Office's intent to follow the new Executive Order on Labor-Management Relations (Executive Order 11491).

Labor-Management Agreements were renegotiated with four units: American Federation of Government Employees (AFGE) AFGE Local 1292; AFGE Local 1248; Local 42 of the International Brotherhood of Bookbinders; and the Washington Printing Pressmen's Union No. 1.

Initial classification surveys of nonsupervisory Printing Plant Workers and GG positions were completed in all divisions.

Under the Incentive Awards Program, 598 employees were presented Special Achievement Awards for sustained superior performance and six employees earned outstanding performance ratings. A total of \$125,415.00 was awarded to this group of employees. The Office realized a tangible savings of \$339,765.00 from the performance of 293 employees whose production was measurable.

The Incentive Awards Committee approved 36 suggestions resulting in an annual savings to the Office of \$40,559. Under the suggestion system, employees received a total of \$2,580.00 in cash awards.

Currently there are 16 lots available for parking in addition to the use of one Senate lot, three House lots, the Gales School lot and the HDB lot. This makes 1,249 parking spaces available. Because we are able to put more than one shift on some of the lots, we have issued 1,813 permits, which is an increase of 370 over last year. All employees on the night shifts who have requested parking spaces have been assigned.

Public Documents Division

The Division of Public Documents has general supervision of the public distribution of United States Government publications. It places publications on public sale; administers the depository library distribution program; compiles catalogs, indexes, and price lists of Government publications; and provides mailing services for certain publications distributed by Members of Congress and other Government agencies.

Comparison of Activities

	1970	1969	1968
Amount of Appropriation	\$10,045,400	\$ 8,178,000	\$ 7,469,000
Number of Sales Orders	4,687,617	4,448,878	4,101,123
Amount of Sales	\$21,257,748	\$19,907,291	\$16,874,539
Miscellaneous Receipts	\$9,098,293	\$10,629,363	\$6,627,702
Number of Letters of Inquiry	2,254,055	2,424,968	1,731,668
Publications Received for Departmental Free Distribution	92,099,996	97,682,271	83,916,278
Publications Distributed Free for Other Government Agencies	84,398,860	96,361,242	80,881,583
Number of Publications Sold	74,967,140	71,455,290	69,435,734
Number of Publications Distributed to Depository Libraries	10,488,903	10,819,764	9,878,941
Total Publications Received	250,107,784	233,679,845	223,044,209
Total Publications Distributed	233,567,484	236,011,983	221,193,371
Customers Served by GPO Bookstores	379,296	273,755	224,127
Amount of Bookstore Sales	\$2,134,362	\$1,374,512	\$1,006,865
Number of Mailing Lists Maintained	1,241	1,224	1,224
Number of Addresses on Mailing Lists	2,866,634	2,926,077	2,842,300
Total Copies of Available Sales Publications	77,846,456	69,007,292	72,660,459
Number of Documents Cataloged	48,038	48,419	53,455
Number of Depository Libraries	1,031	995	960

As noted above, all phases of the Division's sales and depository library programs showed increases. Slight decreases were recorded in the distribution programs provided for the Congress and Government departments and agencies, which are not unusual. These programs are wholly dependent on the publishing programs of the departments.

As a result of a study by this Division and the Data Processing Branch of the Division of Finance and Accounts, during fiscal year 1970 the physical inventory system was modified to establish a basis for automating reserve stock inventory. With this conversion, the Division will have the capability to maintain current reserve inventory balances and to provide the Procurement Section with daily listings as an aid in replenishing stocks of sales publications as required. The Division is also establishing depositors' names and addresses on magnetic tape. This will permit the Division to use visual display terminals connected to the computer in the Data Processing Branch. It will enable the Division to maintain deposit accounts on a current basis and will provide the Division with immediate access to the accounts to answer inquiries received from customers.

The A. B. Dick Videograph label addresser which was put into operation approximately one year ago, is being utilized to an increasing extent. Even though the equipment is being operated only during a single 8-hour shift, we have been able to produce all labels required for our mailings that now exist on magnetic tape, as well as requests received from other Government agencies. During the fiscal year, the total production output was 60,637,000 labels.

The depository library system continued to grow. As of June 30, 1969, there were 995 depository libraries, and during the fiscal year, they increased to 1,031. Representatives of the Division participated in a number of library conferences during the year, which were designed to assist and advise librarians handling United States Government publications.

Professional, educational, business, and recreational groups are prominent among organizations which are increasingly interested in featuring displays of Government publications at conferences, trade shows, etc. During fiscal year 1970, we arranged and staffed displays at the Annual Milwaukee Summerfest Festival; the opening of the United States Mint in Philadelphia, Pennsylvania; the Eighth International Congress of Gerontology; the National Postal Forum in Washington, D.C.; the Fifteenth Annual Seminar of the American Society for Industrial Security; the Retired Army Personnel Luncheon at Fort Myer, Virginia; the annual convention of the International Association of Chiefs of Police; the Second Annual Atlantic Wildfowl Carving and Art Exhibit; the Virginia Camp and Sports Show; the Interpex Stamp Exhibition in New York City; the Washington International Sports, Camping, and Travel Show; and the American Library Association Convention in Detroit, Michigan.

As in past years, publications of the Children's Bureau and the Internal Revenue Service retain prominent positions among Government all-time bestsellers. "Infant Care" continues to be the all-time bestseller with more than 14 million copies sold to date. "Your Federal Income Tax" is the second all-time bestseller and is followed by "Prenatal Care," "Your Child from 1 to 6," "Tax Guide for Small Business," and "Your Child from 6 to 12." New editions of such favorites as the "National ZIP Code Directory," "Economic Report of the President," "United States Government Organization Manual," "Statistical Abstract of the United States," and the "U.S. Industrial Outlook" were also prominent in the year's sales. The phenomenal interest that we experienced in the Nation's space program during fiscal year 1969 continued during fiscal year 1970. Picture sets published by the National Aeronautics and Space Administration, depicting man's first manned lunar landing, were extremely well received by the public, and the previously published NASA publication, "Exploring Space With a Camera," continues to sell almost faster than copies can be printed and produced.

During the previous two years, bookstore sales have exceeded \$1 million and for the first time this year exceeded \$2 million. Total bookstore sales of \$2,134,361 in fiscal year 1970 exceeded the previous year by 55 percent. Collectively the bookstores served approximately 380,000 customers.

During the year, three new branch bookstores were opened. To provide much-needed additional service to the Washington metropolitan area, a branch bookstore was opened in the Pentagon on March 24. Branch stores were also opened in Boston, Massachusetts, on May 18, and in Los Angeles, California, on June 10. Plans which began during fiscal year 1970 are well underway for opening a branch bookstore in Atlanta, Georgia.

Purchasing Division

The Purchasing Division is responsible for the procurement and contracting activities of the Government Printing Office. These include the acquisition of operating materials, supplies, equipment, and miscellaneous services; the leasing of warehouse space; the engagement of transportation services; the disposal of surplus property; and the procurement of printing and binding from commercial sources.

The value of our procurement activities during fiscal year 1970 amounted to \$155,634,380.31. This represents an increase of \$14,566,786.77 when compared to the previous fiscal year, and was predominantly caused by an increase of \$14,732,329.77 in commercial printing, including Field Service and Regional Procurement Offices.

Comparison of Activities

	<u>1970</u>	<u>1969</u>	<u>1968</u>
No. of Purchases Orders drawn	35,086	32,809	31,274
Materials and supplies	\$ 4,218,540	\$ 3,727,474	\$ 3,963,401
Blank paper & envelopes	26,213,899	27,511,617	26,299,890
Commercial Printing and Binding:			
Central Office (est.)	100,006,696**	94,891,332**	
Regional Proc. Offices (est.)	17,890,467**	8,867,585**	
Field Service (est.)	2,105,736**	1,511,652**	
All-inclusive	\$120,002,899*	\$105,270,569*	\$96,134,416*
Services, transportation, communications, travel	4,741,082	4,006,689	4,033,214
Machinery and equipment	457,960	551,244	1,708,434
TOTALS	\$155,634,380	\$141,067,593	\$132,139,355
Paper purchased by pounds	155,702,679	181,428,652	189,140,530
Paper purchased by sheets	29,412,681	21,261,200	18,643,069
Envelopes	228,875,315	219,961,786	234,853,532
Containers	3,422,883	4,068,011	3,936,843

* The value of commercial printing was computed by taking the sum of all payments made on items ordered and delivered in this fiscal year and adding thereto the sum of the items on undelivered orders plus the sum of items delivered but still unpaid during the period, then deducting the sum of items remaining undelivered in the previous fiscal year and paid in the present year. These figures, as furnished by Finance and Accounts, do not include applicable surcharges or the value of paper furnished to commercial contractors.

** These figures are developed by using Printing Procurement Section's fiscal year records as a basis for estimating.

Paper purchased by the pound totaled 155,702,679 pounds, a decrease of 25,725,973 pounds from the quantity purchased in the previous fiscal year. Paper purchased by the sheet totaled 29,412,681, which is an increase of 8,151,481 sheets. Envelopes purchased increased by 8,913,529, and containers decreased by 645,128.

Paper prices showed a moderate increase in the first quarter and a small decrease in the second quarter. They increased slightly in the third quarter and showed another small decrease in the last quarter, resulting in a cumulative price increase of 2.93 percent for the entire fiscal year.

The bi-weekly average inventory of paper during Fiscal Year 1970 amounted to 59,202,266 pounds. This figure included an average of 3,351,375 pounds in the plants of commercial printing contractors, 6,006,735 pounds on hand awaiting release, and an emergency reserve storage of approximately 19,709,688 pounds.

The high point in our paper inventory of 61,931,772 pounds occurred during the bi-weekly period of October 6, 1969, through October 17, 1969; and the low point of 55,393,785 pounds occurred during the bi-weekly period of August 25, 1969, through September 5, 1969. The following table shows the amount and location of paper inventories at the close of the past three fiscal years:

	1970	1969	1968
Washington & Franconia	34,227,057	35,666,783	43,408,183
Emergency Reserve	17,986,286	19,823,513	19,392,006
Contractor's Plants	3,313,713	2,998,489	3,594,073
GRAND TOTALS	55,527,056	58,488,785	66,394,262

The Specifications Section, in conjunction with the Printing Procurement Section, solicited suggestions for changes from Government agencies and industry prior to the annual preparation of the Contract for Marginally

Punched Continuous Forms. Two meetings were held, one in April and one in May, which were attended by interested members of Government departments, industry, and Government Printing Office representatives, to discuss proposed changes in the contract. A summary report of the meetings was forwarded through the Public Printer to the Joint Committee on Printing. As a result of these meetings, Purchasing Division personnel conducted two classes in January whereby 81 representatives from various departments were counseled in the use of the current contract.

Specifications were developed to include Cold Type composition as an option to Hot Metal and Photocomposition in our composition specifications. The development of an equitable pricing structure for certification of award was extremely complicated, due to the radical differences in these methods of composition.

Two new Regional Printing Procurement Offices were opened during the fiscal year: one in Dallas, Texas, and the other in Atlanta, Georgia. Term contracts were prepared for these offices which will permit Government agencies in the field to procure their printing needs through the facilities of the Government Printing Office Regional Printing Procurement Offices in their own locale.

During the year procurement personnel made over 100 inspections of printing contractors' plants. These visits have proved to be a significant factor in maintaining our prior record of dependable service and quality.

The first procurement of composition on magnetic tapes, suitable for use as input to the Linotron through the Master Typography Program, was made in June of 1970. This procurement consisted of two jobs which were purchased for the Defense Supply Agency. Each job resulted in a savings of approximately 50 percent below the department's estimated composition costs, which were based on prior prices paid to commercial contractors by D.S.A. for similar work. It is anticipated that the savings on these two jobs will generate a considerable amount of additional work of this nature, whenever composition can be accomplished in this manner.

A decision was made in June of 1970 to purchase the composition for Congressional Hearings from commercial typesetters, for the first time in the history of the Government Printing Office. A special control procedure was initiated in the Printing Procurement Section to minimize delinquent deliveries of the hearings, and all composition was successfully procured on existing term contracts, with a four to five day production schedule.

By readvertising modified specifications or increasing production time on invitations where excessive bids were received, the Printing Procurement Section saved in excess of \$436,000 during the fiscal year.

Tests and Technical Control Division

The Tests and Technical Control Division tests all materials entering into printing and binding processes, and is engaged in such standardization work and technical research as might be desirable to improve the quality of the products and materials used by the Office. It writes specifications for the procurement of materials which are best suited to the requirements of the processes, and aids in the solution of technical problems incident to plant operations.

	<u>1970</u>	<u>1969</u>	<u>1968</u>
<u>Samples Tested:</u>			
Paper and envelopes	12,607	12,953	12,748
Metals	1,047	1,021	1,112
Printing Inks	1,817	1,329	1,824
Ink-making materials	338	267	327
Bookbinding materials	663	647	760
Bookbinding leathers	21	17	21
Adhesives & Adhesive-making materials	180	125	103
Oils and Greases	197	193	156
Chemicals	120	100	105
Offset Supplies	95	124	116
Miscellaneous	568	668	605
TOTALS	<u>17,653</u>	<u>17,444</u>	<u>17,877</u>
 <u>Manufactured Printing Inks (pounds):</u>	 259,187	 226,201	 235,774
 <u>Silver recovered from Photographic Fix</u>			
(Troy Ounces)	1,994	1,235	1,573

A new Elmendorf Tear Tester was purchased for the Paper Testing Laboratory as a replacement for a 44-year old obsolete machine that did not comply with the current revision of the TAPPI Testing Method for determining the tearing resistance of paper.

Two MIT Folding Endurance Testers were purchased as replacements for two old obsolete instruments. These new machines are equipped with cooling fans to prevent the temperature of the test strips from increasing due to heat generated by friction during the test.

A new Atomic Absorption Spectrophotometer was purchased for the Metals and Chemicals Laboratory. This new instrument provides a rapid qualitative and quantitative means of analyzing metals and miscellaneous chemicals. The instrument is being utilized in the daily analysis of type metals to determine the required adjustments for correction to standard formulas.

Employees of the Division have taken part in developing three major innovations in the Government Paper Specification Standards, which have gone into effect during the year. A new Standard for Flexural Offset Book Paper, JCP A72, was introduced. This is a 70-pound flexible paper, particularly suited for adhesive binding of publications of a temporary nature, capable of lying flat when open. A new lighter-weight wet-strength map paper was added to JCP E20. The inclusion of the year of manufacture in the watermark for cotton-content papers became fully effective during the year. Twenty-two revisions or modifications of other JCP Standards were also completed.

STATISTICAL APPENDIX

GOVERNMENT PRINTING OFFICE
STATEMENT OF ASSETS AND LIABILITIES
AS OF JUNE 30, 1970

ASSETS				LIABILITIES			
	Revolving fund	Other funds ^a	Combined funds		Revolving fund	Other funds ^a	Combined funds
FUND BALANCES WITH U.S. TREASURY AND CASH:				LIABILITIES: ^c			
Fund balances in U.S. Treasury	\$ 17,941,251	\$14,869,775	\$ 32,811,026	Accounts payable	\$ 16,620,033	\$ 651,549 ^d	\$ 17,271,582
Cash on hand and in transit	589,054	---	589,054	Accrued salaries and wages	3,747,738	344,541	4,092,279
	<u>18,530,305</u>	<u>14,869,775</u>	<u>33,400,080</u>	Amounts withheld from employees for purchase of savings bonds and payment of taxes	836,560	---	836,560
ACCOUNTS RECEIVABLE AND ADVANCES:				Employees' accrued annual leave	3,831,720	258,430	4,090,150
Accounts receivable:				Customers' deposits and prepaid subscriptions	<u>3,928,260</u>	<u>---</u>	<u>3,928,260</u>
Government agencies	61,988,675	61,938	62,050,613		<u>28,964,311</u>	<u>1,254,520</u>	<u>30,218,831</u>
Other	359,842	1,105	360,947				
Advances to employees	<u>8,240</u>	<u>---</u>	<u>8,240</u>				
	<u>62,356,757</u>	<u>63,043</u>	<u>62,419,800</u>				
INVENTORIES:				INVESTMENT OF U.S. GOVERNMENT:			
Publications for sale, at cost ^b	7,000,200	---	7,000,200	Capital	59,815,383	---	59,815,383
Printing work in process, at standard cost	15,695,820	---	15,695,820	Retained earnings ^e (Table 2)	28,767,454	---	28,767,454
Paper, envelopes, and other supplies, at cost	<u>11,012,280</u>	<u>---</u>	<u>11,012,280</u>	Appropriations and other fund balances (Table 3)	---	16,597,387	16,597,387
	<u>33,708,300</u>	<u>---</u>	<u>33,708,300</u>	Income from sales of publications payable to U.S. Treasury (Table 5)	<u>7,098,293</u>	<u>---</u>	<u>7,098,293</u>
DEFERRED CHARGES	<u>33,285</u>	<u>---</u>	<u>33,285</u>	Total investment of U.S. Government	<u>95,681,130</u>	<u>16,597,387</u>	<u>112,278,517</u>
PROPERTY, PLANT, AND EQUIPMENT:							
Land and buildings, at cost	---	9,085,173	9,085,173				
Equipment and building appurtenances	33,052,423	935,855	33,988,278				
Construction in progress	<u>97,419</u>	<u>---</u>	<u>97,419</u>				
	<u>33,149,842</u>	<u>10,021,028</u>	<u>43,170,870</u>				
Less allowance for depreciation	<u>23,133,048</u>	<u>7,101,939</u>	<u>30,234,987</u>				
	<u>10,016,794</u>	<u>2,919,089</u>	<u>12,935,883</u>				
Total Assets	<u>\$124,645,441</u>	<u>\$17,851,907</u>	<u>\$142,497,348</u>	Total liabilities and investment of U.S. Government	<u>\$124,645,441</u>	<u>\$17,851,907</u>	<u>\$142,497,348</u>

^aOther funds consist of account balances of the Printing and Binding appropriation, Office of the Superintendent of Documents Salaries and Expenses appropriation, and the value of building structures and land which is specifically excluded from the Government Printing Office revolving fund by law (44 U.S.C. 309). The expenditures from the Congressional Printing and Binding appropriation can only be used to reimburse the Government Printing Office revolving fund for work ordered by the Congress.

^bPublications for sale, at cost after deduction of allowance for unsalable publications of \$927,546.

^cDoes not include a contingent liability estimated at \$79,407 for the value of compensatory time-off in lieu of overtime pay earned and accumulated by employees of the Government Printing Office; and does not include \$13,295,000 for the net value of sick leave earned and accumulated by employees of the Government Printing Office.

^dAccounts payable other funds consist of amount owed to the Government Printing Office revolving fund by the Office of the Superintendent of Documents Salaries and Expenses appropriations.

^eRetained earnings of \$2,676,454 have been reserved for the purchase of machinery and equipment.

TABLE 2

GOVERNMENT PRINTING OFFICE

REVOLVING FUND
COMPARATIVE STATEMENT OF INCOME AND EXPENSES
FISCAL YEARS ENDED JUNE 30, 1970 AND 1969

	Fiscal year <u>1970</u>	Fiscal year <u>1969</u>	Increase or decrease (-)
INCOME			
Printing and binding services performed for Government agencies and Congress	\$214,843,105	\$184,595,474	\$30,247,631
Document sales to the public	20,946,687	18,082,405	2,864,282
Services associated with document sales:			
Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	5,980,295	4,821,855	1,158,440
Services associated with depository libraries, cataloging and indexing, and distributions for other agencies:			
Reimbursements by appropriations to the Superintendent of Documents (TABLE 3)	4,395,383	3,885,329	510,054
Blank paper sales:			
Receipts from other Government agencies	12,599,788	12,697,484	- 97,696
Other	<u>563,647</u>	<u>2,085,479</u>	- <u>1,521,832</u>
Total income	<u>259,328,905</u>	<u>226,168,026</u>	<u>33,160,879</u>
DIRECT COSTS			
Labor	65,397,413	57,976,902	7,420,511
Material	31,286,084	30,468,037	818,047
Purchases of printing	<u>117,144,158</u>	<u>94,825,681</u>	<u>22,318,477</u>
Total direct costs	<u>213,827,655</u>	<u>183,270,620</u>	<u>30,557,035</u>
GENERAL AND ADMINISTRATIVE COSTS	<u>35,383,731</u>	<u>30,011,521</u>	<u>5,372,210</u>
Total costs	<u>249,211,386</u>	<u>213,282,141</u>	<u>35,929,245</u>
NET INCOME TO THE REVOLVING FUND	10,117,519	12,885,885	- 2,768,366
Less amount payable to the United States Treasury (TABLE 5)	<u>9,098,294</u>	<u>10,629,363</u>	- <u>1,531,069</u>
NET INCOME RETAINED BY THE REVOLVING FUND	<u>\$ 1,019,225</u>	<u>\$ 2,256,522</u>	- <u>\$ 1,237,297</u>
CHANGE IN EARNINGS RETAINED BY THE REVOLVING FUND			
Balance - July 1, 1969	27,748,229		
Addition:			
Net income retained by revolving fund (as above)	<u>1,019,225</u>		
Balance - June 30, 1970 (TABLE 1)	<u>\$ 28,767,454</u>		

TABLE 3

GOVERNMENT PRINTING OFFICE

OTHER FUNDS
STATUS OF APPROPRIATIONS AND OTHER FUND BALANCES
AT JUNE 30, 1970

	Appropriation for printing and binding for the Congress	Appropriation for the Office of the Super- intendent of Documents	Other	Total
Appropriation balances at July 1, 1969	\$13,659,215	\$ 262,178	\$2,756,030	\$16,677,423
Additions:				
Appropriations:				
To cover obligations incurred in excess of appropriated funds in 1968	2,500,000	—	—	2,500,000
For fiscal year 1970	27,800,000	10,045,400	—	37,845,400
Reimbursements	—	366,675	—	366,675
Increase in investment in furniture	—	—	57,980	57,980
Miscellaneous	—	1,105	—	1,105
Total	<u>43,959,215</u>	<u>10,675,358</u>	<u>2,814,010</u>	<u>57,448,583</u>
Less:				
Amounts paid to the revolving fund in payment for:				
Congressional printing and binding (TABLE 4)	30,204,458	—	—	30,204,458
Sales distribution (TABLE 4)	—	5,980,295	—	5,980,295
Other expenses (TABLE 4)	—	4,395,383	—	4,395,383
Unobligated funds returned to U. S. Treasury	—	117,708	—	117,708
Depreciation on buildings and furniture and fixtures	—	—	137,828	137,828
Increase in liability for employees annual leave, Office of Super- intendent of Documents	—	—	15,524	15,524
Total deductions	<u>30,204,458</u>	<u>10,493,386</u>	<u>153,352</u>	<u>40,851,196</u>
Balance June 30, 1970 (TABLE 1)	<u>\$13,754,757</u>	<u>\$ 181,972</u>	<u>\$2,660,658</u>	<u>\$16,597,387</u>
UNOBLIGATED BALANCES OR OVEROBLIGATION (-)				
Appropriation balance at June 30, 1970 (as above)	\$13,754,757	\$ 181,972		
Less:				
Obligations	<u>17,793,430</u>	<u>181,972</u>		
Unobligated balance or overobligation (-)	<u>-\$ 4,038,673^a</u>	<u>—</u>		

^aTo be funded from subsequent years appropriations.

TABLE 4

GOVERNMENT PRINTING OFFICE
OTHER FUNDS
STATEMENT OF PAYMENTS
FROM APPROPRIATIONS TO THE REVOLVING FUND
FISCAL YEARS ENDED JUNE 30, 1970 AND 1969

	Fiscal year <u>1970</u>	Fiscal year <u>1969</u>	Increase or decrease (-)
Payments from congressional printing and binding appropriations to revolving fund:			
Congressional Record	\$ 6,491,896	\$ 4,848,765	\$1,643,131
Hearings	7,429,858	4,250,413	3,179,445
Miscellaneous printing and binding	3,041,961	2,796,257	245,704
Bills, resolutions and amendments	2,903,286	2,059,243	844,043
Miscellaneous publications	2,196,454	1,668,473	527,981
Federal Register	1,834,157	1,595,570	238,587
Committee prints	1,474,863	1,307,719	167,144
House and Senate calendars	938,970	869,582	69,388
Documents	856,095	740,847	115,248
Supplements to the Code of Federal Regulations	1,058,928	668,633	390,295
Committee reports	1,044,321	619,843	424,478
Franked envelopes	607,721	528,982	78,739
Publications for international exchange	293,918	249,251	44,667
Document franks	<u>32,030</u>	<u>26,542</u>	<u>5,488</u>
Total (TABLE 3)	<u>\$30,204,458</u>	<u>\$22,230,120</u>	<u>\$7,974,338</u>
Payments from appropriations to the Office of the Superintendent of Documents to the revolving fund:			
Sales distribution expense (TABLE 3)	<u>5,980,295</u>	<u>4,821,856</u>	<u>1,158,439</u>
Other:			
Distribution for other agencies	1,602,596	1,396,084	206,512
Depository library distribution	2,304,880	2,058,769	246,111
Cataloging and indexing	<u>487,907</u>	<u>430,475</u>	<u>57,432</u>
Total (TABLE 3)	<u>4,395,383</u>	<u>3,885,328</u>	<u>510,055</u>
Total disbursements	<u>\$10,375,678</u>	<u>\$ 8,707,184</u>	<u>\$1,668,494</u>

TABLE 5

GOVERNMENT PRINTING OFFICE
 REVOLVING FUND
 AMOUNTS DUE U.S. TREASURY
 FROM SALE OF PUBLICATIONS
 FISCAL YEARS ENDED JUNE 30, 1970 AND 1969

	Fiscal year <u>1970</u>	Fiscal year <u>1969</u>	Increase or decrease (-)
INCOME			
Income from document sales to the public	\$20,946,687	\$18,082,405	\$2,864,282
Reimbursements by appropriations to the Superintendent of Documents	5,980,295	4,821,856	1,158,439
Other Income	<u>394,024</u>	<u>1,905,703</u>	- <u>1,511,679</u>
Total income	<u>27,321,006</u>	<u>24,809,964</u>	<u>2,511,042</u>
COST OF PRINTING AND BINDING	<u>9,133,653</u>	<u>6,637,366</u>	<u>2,496,287</u>
OTHER EXPENSES			
Salaries and expenses	5,980,295	4,821,856	1,158,439
Administrative	1,705,495	1,373,779	331,716
Mailing costs	<u>1,403,269</u>	<u>1,347,600</u>	<u>55,669</u>
Total other expenses	<u>9,089,059</u>	<u>7,543,235</u>	<u>1,545,824</u>
NET INCOME FROM SALES OF PUBLICATIONS PAYABLE TO U.S. TREASURY (TABLE 2)	<u>\$ 9,098,294</u>	<u>\$10,629,363</u>	- <u>\$1,531,069</u>
Status of payments due U.S. Treasury:			
Balance payable July 1, 1969	6,834,956		
<u>Add:</u> Income from sales of publications during fiscal year 1970 as above	<u>9,098,294</u>		
Total	15,933,250		
<u>Less:</u> Payments to U.S. Treasury during fiscal year 1970	<u>8,834,957</u>		
Balance payable June 30, 1970 (TABLE 1)	<u>\$ 7,098,293</u>		

TABLE 6

GOVERNMENT PRINTING OFFICE
REVOLVING AND OTHER FUNDS
STATEMENT OF SOURCES AND APPLICATION OF FUNDS
FISCAL YEAR ENDED JUNE 30, 1970

Funds were provided by:		
Printing and binding services performed		\$214,843,105
Document sales to the public		20,946,687
Sales of paper		12,599,788
Appropriations:		
For Congressional printing and binding		30,300,000
For the Superintendent of Documents		
\$10,045,400, plus reimbursements of \$366,675		10,412,075
Miscellaneous		<u>526,761</u>
Total funds provided		<u>\$289,628,416</u>
Funds were applied to:		
Operating costs - less allowance for depreciation not requiring expenditure of funds		\$277,467,820
Payments to U.S. Treasury of income from publications sold		8,834,957
Purchases of equipment		931,257
Unobligated funds returned to U.S. Treasury		<u>117,708</u>
Total funds applied		<u>\$287,351,742</u>
Increase in working capital		<u>\$ 2,276,674</u>

	<u>1970</u>	<u>1969</u>	<u>Increase or Decrease (-)</u>
Increase in working capital:			
Fund balances with U.S. Treasury and cash	\$ 33,400,080	\$ 36,150,202	-\$ 2,750,122
Accounts receivables & advances	62,419,800	52,584,737	9,835,063
Inventories	33,708,300	33,492,228	216,072
Deferred charges	33,285	72,193	- 38,908
			<u>7,262,105</u>
Less:			
Liabilities excluding employees' accrued annual leave, other funds			<u>\$ 4,985,431</u>
TOTAL			<u>\$ 2,276,674</u>

Table 7

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE, FIELD SERVICE OFFICES, AND COMMERCIALY PROCURED WORK
FISCAL YEAR 1970

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	10,902,602	560	121,767	125,620	\$ 6,730,323.71
Federal Register	5,337,333	986	22,167	3,000	1,852,865.76
Supplement to the Code of Federal Regulations	674,974	5,050	69,222	---	1,375,403.02
Official Gazette	429,659	30,345	---	---	660,531.78
Specifications of Patents, Trademarks & Designs	11,120,010	1,414	274,688	---	6,461,234.85
Miscellaneous Publications	2,165,792,919	9,113,426	702,971	1,318,742	123,445,372.59
Postal Cards	724,806,500	---	---	---	949,051.39
Aerogrammes	39,337,300	---	---	---	188,876.57
Catalog Cards	59,158,587	---	---	---	970,253.71
Tabulating Cards	1,089,834,783	---	---	---	2,253,949.15
Letterheads & Envelopes	381,638,983	---	---	---	2,509,586.06
Forms, Notices & Cards	7,446,071,597	---	---	---	24,039,193.22
Multiforms	2,827,722,927	---	---	---	24,329,730.91
Blank Books	124,268,980	---	---	---	3,174,248.74
Miscellaneous Binding	27,419	---	---	---	382,880.11
Binders	1,312,702	---	---	---	692,021.43
Miscellaneous	---	---	---	---	8,096,133.27
Blank Paper	---	---	---	---	12,389,637.94
Supplies and Services	---	---	---	---	121,662.89
Total	14,888,437,275	9,151,781	1,190,815	1,447,362	\$220,622,957.10
G.P.O. Departmental Service Office	223,673,478	---	---	---	4,311,012.67
Field Service Offices	438,841,502	---	---	---	5,437,175.94
GRAND TOTAL	15,550,952,255	9,151,781	1,190,815	1,447,362	\$230,371,145.71

Breakdown of the Amount Billed:

Value of Work Produced and Performed by the G.P.O. Central Office including paper and materials	\$ 89,388,840.50
Value of Outside Printing	\$115,827,023.13
Value of Paper Furnished Contractors	3,335,558.52
Total Value of Outside Printing	119,162,581.65
Blank Paper	12,071,534.95
G.P.O. Departmental Service Office	\$ 4,311,012.67
Field Service Offices	5,437,175.94
Total Field and Departmental Service Offices	9,748,188.61
Total Amount Billed	<u>\$230,371,145.71</u>

Table 8

STATEMENT OF CLASSES AND BILLINGS FOR WORK
GOVERNMENT PRINTING OFFICE EXCLUSIVE OF WORK PERFORMED BY THE GOVERNMENT PRINTING OFFICE ON
COMMERCIALLY PROCURED WORK
FISCAL YEAR 1970

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Congressional Record	10,902,602	560	121,767	125,620	\$ 6,730,323.71
Federal Register	5,337,333	986	22,167	3,000	1,852,865.76
Supplement to the Code of Federal Regulations	674,974	5,050	69,222	-----	1,375,403.02
Official Gazette	429,659	30,345	-----	-----	660,531.78
Specifications of Patents, Trademarks & Designs	11,120,010	1,414	274,688	-----	6,461,234.85
Miscellaneous Publications	627,254,074	766,466	674,191	1,069,766	51,148,485.36
Postal Cards	724,806,500	-----	-----	-----	949,051.39
Aerogrammes	39,337,300	-----	-----	-----	188,876.57
Catalog Cards	59,158,587	-----	-----	-----	970,253.71
Letterheads & Envelopes	309,451,640	-----	-----	-----	1,851,819.99
Forms, Notices, & Cards	2,514,300,543	-----	-----	-----	7,563,462.38
Blank Books	86,446,604	-----	-----	-----	1,872,928.72
Miscellaneous Binding	27,419	-----	-----	-----	382,880.11
Binders	183,556	-----	-----	-----	117,970.92
Miscellaneous	-----	-----	-----	-----	4,950,774.02
Blank Paper	-----	-----	-----	-----	12,389,637.94
Supplies and Services	-----	-----	-----	-----	121,662.89
Total	4,389,430,801	804,821	1,162,035	1,198,386	\$ 99,588,163.12
G.P.O. Departmental Service Office	223,673,478	-----	-----	-----	4,311,012.67
Field Service Offices	438,841,502	-----	-----	-----	5,437,175.94
GRAND TOTAL	<u>5,051,945,781</u>	<u>804,821</u>	<u>1,162,035</u>	<u>1,198,386</u>	<u>\$109,336,351.73</u>

Table 9

STATEMENT OF CLASSES AND BILLINGS FOR WORK
 COMMERCIALLY PROCURED WORK INCLUDING GOVERNMENT PRINTING OFFICE WORK PERFORMED THEREON
 FISCAL YEAR 1970

Class of Work	Copies	Reproduced Pages Printed	Type Pages Printed	Publications Bound	Amount Billed
Miscellaneous Publications . . .	1,538,538,845	8,346,960	28,780	248,976	\$ 72,296,887.23
Tabulating Cards	1,089,834,783	-----	-----	-----	2,253,949.15
Letterheads & Envelopes	72,187,343	-----	-----	-----	657,766.07
Forms, Notices & Cards	4,931,771,054	-----	-----	-----	16,475,730.84
Multiforms	2,827,722,927	-----	-----	-----	24,329,730.91
Blank Books	37,822,376	-----	-----	-----	1,301,320.02
Binders	1,129,146	-----	-----	-----	574,050.51
Miscellaneous	-----	-----	-----	-----	3,145,359.25
Total	<u>10,499,006,474</u>	<u>8,346,960</u>	<u>28,780</u>	<u>248,976</u>	<u>\$121,034,793.98</u>

Breakdown of the Amount Billed:

Value of Outside Printing (Based on finished work value)	\$115,827,023.13
Value of Paper furnished Contractors (Based on amounts billed and the value of paper issued)	3,335,558.52
Value of Work Performed by the Government Printing Office including Paper used in the Government Printing Office	<u>1,872,212.33</u>
TOTAL	<u>\$121,034,793.98</u>

Table 16

SAVINGS IN TRANSPORTATION COSTS
FISCAL YEAR 1970

<u>SOURCE</u>	<u>WEIGHT</u>	<u>ACTUAL COST</u>	<u>TARIFF COST</u>	<u>SAVINGS</u>
Truckload and carload shipments	70,763,145	\$ 706,379	\$1,154,624	\$448,245
Less than truckload shipments	11,481,900	260,716	319,325	58,609
REA Express shipments .	<u>2,360,395</u>	<u>92,264</u>	<u>136,903</u>	<u>44,639</u>
Total	<u>84,605,440</u>	<u>\$1,059,359</u>	<u>\$1,610,852</u>	\$551,493
Consolidating less than truckload shipments from Departmental Service Office and outside printers with GPO truckload shipments				75,730
Arranging for expedited freight shipping in lieu of costlier premium methods of shipping				<u>2,681</u>
Grand total (savings)				<u>\$629,904</u>

Table 10

BILLINGS TO CONGRESS AND FEDERAL AGENCIES
FISCAL YEAR 1970

CONGRESS:

Congressional Record	\$ 6,491,895.91	
Miscellaneous Publications	2,196,433.93	
Miscellaneous Printing and Binding	3,040,454.73	
Publications for International Exchange	293,772.78	
Franked Envelopes	607,720.99	
Document Franks	32,029.68	
House and Senate Calendars	938,969.87	
Bills, Resolutions and Amendments	2,903,285.76	
Committee Reports	1,044,320.66	
Documents	856,095.12	
Hearings	7,429,858.12	
Federal Register	1,834,156.64	
Supplement to the Code of Federal Regulations	1,058,928.30	
Committee Prints	<u>1,474,863.58</u>	
Total		\$ 30,202,786.07
Administrative Conference of the United States		2,581.92
Administrative Office of the United States		133,160.98
Agriculture		6,653,629.62
Air Force		18,577,005.73
Air Force Systems Command		2,937,820.04
American Battle Monuments Commission		294.72
Appalachian Regional Commission		4,083.67
Army		32,824,752.14
Atomic Energy Commission		628,121.78
Board of Governors of the Federal Reserve System		2,250.56
Bureau of the Budget		450,658.53
Central Intelligence Agency		491,856.49
Civil Aeronautics Board		74,471.29
Civil Service Commission		1,699,252.30
Commerce		7,624,340.48
Commission of Fine Arts		1,761.06
Council of Economic Advisers		41,639.82
Court of Claims		150,160.07
Court of Customs and Patent Appeals		4,500.11
Defense Supply Agency		3,039,070.72
Department of Defense		7,307.15
Department of Transportation		2,433,808.18
District of Columbia		278,685.59
Export-Import Bank of Washington		33,807.30
Equal Employment Opportunity Commission		53,966.55
Farm Credit Administration		16,115.24
Federal Aviation Agency		150,074.66
Federal Coal Mine Safety Board of Review		64.28
Federal Communications Commission		299,532.99

Table 10 (continued)

(Continued)

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Federal Deposit Insurance Corporation	\$ 19,681.53
Federal Home Loan Bank Board	130,341.95
Federal Maritime Commission	24,357.10
Federal Mediation and Conciliation Service	8,342.26
Federal Power Commission	235,264.74
Federal Trade Commission	186,445.16
Foreign Claims Settlement Commission	6,619.62
General Accounting Office	246,317.25
General Services Administration	11,571,004.69
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund)	10,953,887.15
Government Printing Office-Superintendent of Public Documents Salaries and Expense Appropriation	3,277,997.34
Health, Education and Welfare	12,150,865.13
House and Senate-Stationery Room	32,125.81
Housing and Urban Development.	1,403,572.30
Indian Claims Commission	194.17
Interior	4,636,504.30
Internal Revenue Service	11,728,115.19
Interstate Commerce Commission	148,325.78
Joint Publications Research Service.	26,437.35
Justice	2,185,413.80
Labor.	2,180,821.27
Library of Congress (Except Government Printing Office Branch)	961,664.73
Library of Congress (Government Printing Office Branch). . .	2,024,435.84
National Academy of Science.	2,868.22
National Aeronautics and Space Administration.	2,362,718.68
National Aeronautics Space Council	11,398.24
National Capital Housing Authority	13,168.67
National Capital Planning Commission	10,124.56
National Council on Marine Resources and Engineering Development	58,965.48
National Credit Union Administration	461.05
National Forest Reservation Commission	1,710.18
National Gallery of Art	55,414.95
National Labor Relations Board	379,831.19
National Mediation Board	13,713.16
National Science Foundation.	312,332.07
National Security Agency	2,449,761.48
National Security Council.	2,086.35
National Water Commission.	2,215.12
Navy	24,948,450.24
Office of Aerospace Research	100,182.53
Office of Economic Opportunity	773,940.82
Office of Emergency Preparedness	22,086.95
Office of Science and Technology	15,528.60
Office of Special Representative for Trade Negotiations. . .	1,257.45

Table 10 (continued)

(Continued)

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Panama Canal Company	\$ 8,459.86
Pan American Union	3,045.33
Patent Office.	7,098,758.66
Peace Corps.	39,773.88
Post Office Department	9,646,072.72
President's Council on Youth Opportunity	----
Private Orders	81,180.59
Public Land Law Review Commission	19,172.34
Railroad Retirement Board.	14,138.83
Renegotiation Board	9,095.41
St. Lawrence Seaway Development Corporation	293.88
Securities and Exchange Commission	104,421.70
Selective Service System	394,514.16
Small Business Administration.	340,908.35
Smithsonian Institution.	491,736.88
State	3,206,029.57
Subversive Activities Control Board	566.75
Supreme Court of the United States	204,897.90
Tariff Commission.	41,467.95
Tax Court of the United States	26,461.67
Tennessee Valley Authority	13,015.27
Treasury	1,718,177.96
U.S. Information Agency	191,506.87
Veterans Administration	2,036,396.87
Water Resources Council	4,946.86
White House	181,594.96
GRAND TOTAL	<u>\$230,371,145.71</u>

Table 11

PUBLICATIONS FURNISHED CONGRESS, EXECUTIVE DEPARTMENTS,
AND INDEPENDENT GOVERNMENT ESTABLISHMENTS
FISCAL YEAR 1970

Congress	41,372,318
Administrative Conference of the United States	3,035
Administrative Office of the U. S. Courts	280,524
Agriculture	79,671,497
Air Force	129,715,831
Air Force Systems Command	5,293,795
American Battle Monuments Commission	685
Appalachian Regional Commission	2,118
Army	313,769,647
Atomic Energy Commission	1,103,797
Board of Governors of the Federal Reserve System . . .	17,345
Bureau of the Budget	628,707
Central Intelligence Agency	130,188
Civil Aeronautics Board	29,538
Civil Service Commission	43,567,774
Commerce	187,489,978
Commission of Fine Arts	695
Council of Economic Advisers	13,910
Court of Claims	171,691
Court of Customs and Patent Appeals	28
Defense Supply Agency	6,731,806
Department of Defense	--
Department of Transportation	18,513,488
District of Columbia	38,456
Export-Import Bank of Washington	33,717
Equal Employment Opportunity Commission	445,816
Farm Credit Administration	23,074
Federal Aviation Agency	--
Federal Coal Mine Safety Board of Review	195
Federal Communications Commission	852,002
Federal Deposit Insurance Corporation	101,421
Federal Home Loan Bank Board	185,446
Federal Maritime Commission	16,918
Federal Mediation and Conciliation Service	5,053
Federal Power Commission	198,950
Federal Trade Commission	259,549
Foreign Claims Settlement Commission	8,066
General Accounting Office	455,720
General Services Administration	50,369,775
Government Printing Office-Superintendent of Public Documents Sales Program (Revolving Fund)	54,796,224
Government Printing Office-Superintendent of Public Documents Salaries and Expenses Appropriation	51,352,615
Health, Education and Welfare	185,542,937
House and Senate-Stationery Room	--
Housing and Urban Development	14,456,465

Table 11 (continued)

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Indian Claims Commission.....	316
Interior.....	33,087,515
Internal Revenue Service.....	475,481,774
Interstate Commerce Commission.....	125,954
Joint Publications Research Service.....	--
Justice.....	9,256,562
Labor.....	22,279,702
Library of Congress (Except Government Printing Office Branch).....	2,838,866
Library of Congress (Government Printing Office Branch).....	2,250
National Academy of Sciences.....	6,704
National Aeronautics and Space Administration.....	5,712,300
National Aeronautics Space Council.....	10,000
National Capital Housing Authority.....	8,140
National Capital Planning Commission.....	5,837
National Capital Transportation Agency.....	--
National Council on Marine Resources and Engineering Development.....	25,620
National Forest Reservation Commission.....	1,200
National Gallery of Art.....	2,379,699
National Labor Relations Board.....	938,549
National Mediation Board.....	6,265
National Science Foundation.....	3,507,364
National Security Agency.....	25,769
National Security Council.....	5,393
National Security Training Commission.....	--
National Water Commission.....	2,000
Navy.....	97,708,882
Office of Aerospace Research.....	22,307
Office of Economic Opportunity.....	10,121,833
Office of Emergency Preparedness.....	182,861
Office of Science and Technology.....	19,429
Office of Special Representative for Trade Negotiations.....	1,500
Panama Canal Company.....	33,069
Pan American Union.....	51
Patent Office.....	11,296,809
Peace Corps.....	53,083
Post Office Department.....	148,393,361
President's Council on Youth Opportunity.....	--
Private Orders.....	6,701,339
Public Land Law Review Commission.....	--
Railroad Retirement Board.....	47,876
Renegotiation Board.....	8,216
St. Lawrence Seaway Development Corporation.....	--
Securities and Exchange Commission.....	281,567
Selective Service System.....	10,942,534
Small Business Administration.....	5,344,204
Smithsonian Institution.....	3,136,060
State.....	12,989,522

Table 11 (continued)

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Subversive Activities Control Board.....	2,527
Supreme Court of the United States.....	301,107
Tariff Commission.....	16,651
Tax Court of the United States.....	15,832
Tennessee Valley Authority.....	85,187
Treasury.....	90,157,973
U. S. Information Agency.....	380,551
Veterans Administration.....	51,391,798
Water Resources Council.....	4,000
White House.....	<u>491,135</u>
TOTAL.....	2,193,489,837

Table 12

SCHEDULE OF
ACCOUNTS RECEIVABLE, GOVERNMENT AGENCIES
AS OF
JUNE 30, 1970
(PRINTING AND BINDING OPERATIONS)

<u>DEPARTMENT</u>	<u>AMOUNT</u>
Administrative Conference of the United States.....	\$ 2,551.05
Administrative Office of the United States Courts.....	8,979.41
Agriculture.....	1,003,088.64
Air Force.....	489,156.70
Air Force Systems Command.....	395,213.78
Appalachian Regional Commission.....	217.79
Army.....	7,704,015.36
Atomic Energy Commission.....	20,608.71
Board of Governors, Federal Reserve System.....	1.50
Central Intelligence Agency.....	21,147.61
Civil Aeronautics Board.....	7,081.82
Civil Service Commission.....	154,809.41
Commerce.....	1,097,926.10
Council of Economic Advisers.....	148.78
Court of Claims.....	16,557.20
Court of Customs and Patent Appeals.....	36.00
Defense Supply Agency.....	324,997.04
Department of Defense.....	2,008.03
Department of Transportation.....	340,726.89
District of Columbia.....	23,737.88
Equal Employment Opportunity Commission.....	27,731.61
Export-Import Bank of Washington.....	3,507.68
Farm Credit Administration.....	438.00
Federal Aviation Agency.....	21,162.08
Federal Communications Commission.....	40,403.02
Federal Deposit Insurance Corporation.....	2,553.60
Federal Home Loan Bank Board.....	31,968.48
Federal Maritime Commission.....	8,668.78
Federal Mediation and Conciliation Service.....	1,999.94
Federal Power Commission.....	20,389.26
Federal Trade Commission.....	37,797.42
Foreign Claims Settlement Commission.....	729.40
General Accounting Office.....	37,553.58
General Services Administration.....	2,338,569.65
Health, Education and Welfare.....	1,697,928.72
House and Senate Stationery Room.....	3,278.45
Housing and Urban Development.....	156,425.05
Interior.....	663,625.72
Internal Revenue Service.....	480,476.51
Interstate Commerce Commission.....	16,065.00
Joint Publications Reserve Service.....	3,826.56
Justice.....	264,422.62
Labor.....	441,748.06

Table 12 (continued)

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<u>DEPARTMENT</u>	<u>AMOUNT</u>
Library of Congress (except Government Printing Office Branch).....	\$ 10,757.64
Library of Congress (Government Printing Office Branch).....	869.76
National Academy of Sciences.....	19.35
National Aeronautics and Space Administration.....	347,377.76
National Aeronautics Space Council.....	1,056.00
National Capital Housing Authority.....	5,706.50
National Capital Planning Commission.....	305.48
National Council Marine Resources	31,213.39
National Credit Union Administration	461.05
National Gallery of Art.....	440.15
National Labor Relations Board.....	12,014.18
National Mediation Board.....	215.75
National Science Foundation.....	51,010.94
National Security Agency	173,017.18
National Security Council.....	248.88
Navy.....	3,948,949.17
Office of Aerospace Research.....	8,406.62
Office of Economic Opportunity.....	36,341.68
Office of Emergency Preparedness.....	1,522.34
Office of Management and Budget	4,639.75
Office of Science and Technology.....	629.68
Panama Canal Company	482.59
Pan American Union	77.83
Patent Office.....	521,251.63
Peace Corps.....	2,090.58
Post Office Department.....	648,845.81
Printing and Binding for the Congress.....	76.02
Railroad Retirement Board.....	300.88
Renegotiation Board.....	957.52
Securities and Exchange Commission.....	2,625.04
Selective Service System.....	8,326.05
Small Business Administration.....	59,745.30
Smithsonian Institution.....	144,533.88
Special Representative for Trade Negotiations.....	5.25
State.....	148,329.00
Supreme Court of the United States.....	197.00
Tariff Commission.....	776.05
Tax Court of the United States.....	2,279.88
Tennessee Valley Authority.....	60.68
Treasury.....	179,388.19
United States Information Agency.....	25,988.27
Veterans Administration.....	242,193.69
Water Resources Council.....	4,946.86
White House.....	17,120.05
TOTAL.....	<u>\$24,560,080.19</u>

Table 13

COMPARATIVE STATEMENT OF BILLINGS FOR WORK DURING
FISCAL YEARS 1961 TO 1970 INCLUSIVE

<u>Fiscal Year</u>	
1961	\$ 96,758,298.76
1962	120,262,670.56
1963	127,102,711.78
1964	132,227,944.14
1965	<u>131,561,835.30</u>
Total, 1961 to 1965, inclusive	\$ <u>607,213,460.54</u>
1966	167,177,834.17
1967	196,652,071.49
1968	187,699,629.36
1969	210,067,931.48
1970	<u>230,371,145.71</u>
Total, 1966 to 1970, inclusive	\$ <u>991,968,612.21</u>
Grand Total, 1961 to 1970, inclusive	<u>\$1,599,182,072.75</u>
Percentage of Increase (+) or Decrease (-)	
5-year period 1966-1970 over 1961-1965	+63.4%

Table 14

SCHEDULE OF EQUIPMENT AND BUILDING APPURTENANCES
FISCAL YEAR 1970

June 30, 1970			
	Acquisition Value	Accumulated Depreciation	Net Book Value
CLASS I			
Plant Mach. & Equipment. .	\$23,231,175.64	\$16,521,550.04	\$ 6,709,625.60
CLASS II			
Building Appurtenances . .	8,000,568.99	5,466,144.09	2,534,424.90
CLASS III			
Office Mach. & Equipment .	593,673.65	336,672.43	257,001.22
CLASS IV			
Furniture & Fixtures . . .	1,014,287.22	729,817.82	284,469.40
CLASS V			
Motor Vehicles	<u>212,717.49</u>	<u>78,863.24</u>	<u>133,854.28</u>
Total.	<u>\$33,052,422.99</u>	<u>\$23,133,047.62</u>	<u>\$ 9,919,375.37</u>
July 1, 1969			
CLASS I			
Plant Mach. & Equipment. .	\$22,823,981.23	\$15,121,067.03	\$ 7,702,914.20
CLASS II			
Building Appurtenances . .	7,576,895.44	5,182,830.67	2,394,064.77
CLASS III			
Office Mach. & Equipment .	575,561.94	339,282.64	236,279.30
CLASS IV			
Furniture & Fixtures . . .	985,305.21	705,916.03	279,389.18
CLASS V			
Motor Vehicles	<u>207,678.22</u>	<u>71,043.97</u>	<u>136,634.25</u>
Total.	<u>\$32,169,422.04</u>	<u>\$21,420,140.34</u>	<u>\$10,749,281.70</u>

Table 15

PRODUCTION OF PRINCIPAL ITEMS
FISCAL YEARS 1970, 1969, and 1968

<u>CENTRAL OFFICE</u>	<u>1970</u>	<u>1969</u>	<u>1968</u>
<u>Composing Division:</u>			
Total ems set.	3,145,093,000	2,895,396,700	3,149,048,400
<u>Letterpress Division:</u>			
Electrotype plates - sq. in. . .	779,233	966,246	1,022,286
Electrotype molds only - sq. in.	8,042	10,986	27,465
Stereotype plates - sq. in. . .	6,671,410	6,601,661	7,341,630
Stereotype mats only - sq. in. .	4,974,664	24,820,005	4,508,168
Rubber plates - sq. in.	229,537	206,727	216,831
Rubber stamps - sq. in.	104,206	95,066	67,106
Plastic plates - sq. in.	486,662	257,485	*955,214
Plastic mats only - sq. in. . . .	7,380	3,060	23,558
Magnesium wraparound plates - sq. in.	192,850	148,675	176,700
Magnesium plates-other-sq. in. .	390,953	498,375	485,351
Dycril curved plates - sq. in. .	236,488	139,184	133,748
Dycril wraparound plates-sq. in.	25,650	17,100	15,200
Photoengravings - sq. in. . . .	62,523	67,860	55,292
Offset negatives and positives - sq. in.	3,418,071	2,535,033	2,204,842
Plates repaired-number of plates	16,100	23,465	25,591
Postal cards produced.	846,008,000	777,020,000	1,437,128,000
Letterpress forms.	112,970	117,546	126,431
Letterpress impressions.	506,176,441	467,477,376	514,553,042
<u>Offset Division:</u>			
Offset negatives and positives - sq. in.	57,774,213	59,573,079	51,489,300
Offset plates - sq. in.	104,353,528	114,598,239	102,035,265
Offset forms	64,291	67,079	62,048
Offset impressions	348,154,517	409,578,636	414,982,235
<u>Binding Division:</u>			
Sheets folded - machine.	367,739,479	380,952,621	463,503,919
Books gathered - machine	26,657,134	27,017,011	27,428,258
Signatures inset	1,664,506	1,205,133	1,443,611
Tipping signatures, maps, etc. .	53,558,074	66,679,418	64,047,905
Copies wire-stitched, machine. .	90,887,555	97,867,639	106,556,901
Copies covered	9,845,254	11,165,490	11,242,369
Impressions stamped - all. . . .	4,233,374	4,476,700	4,553,875
Books, signatures, etc. stripped	2,601,915	2,605,364	3,237,004
Signatures sewed	99,439,399	104,400,466	104,738,136
Sheets drilled or punched. . . .	1,260,832,174	1,646,601,115	1,614,852,403

Table 15 (continued)

	<u>1970</u>	<u>1969</u>	<u>1968</u>
<u>Binding Division:</u> (Continued)			
Sheets perforated.	4,058,609	5,303,155	6,299,473
Bielomatik - units produced. . .	3,914,179	3,992,152	5,369,283
Books bound:			
Machine	2,841,763	3,397,771	3,942,470
Hand.	<u>1,195,632</u>	<u>1,074,884</u>	<u>1,002,852</u>
Total books bound	4,037,395	4,472,655	4,945,322
<u>LIBRARY OF CONGRESS BRANCH</u>			
Catalog Cards printed.	168,347,468	128,599,612	152,770,259
<u>FIELD SERVICE OPERATIONS</u>			
<u>Chicago:</u>			
Linotype slugs set	5,466	250,306	545,591
Offset negatives - sq. in. . . .	4,042,249	3,554,258	2,708,772
Offset plates - sq. in.	6,774,853	8,445,629	8,952,985
Offset forms	13,081	15,317	15,674
Offset impressions	44,790,251	44,672,934	42,248,688
Letterpress forms.	2,818	4,389	5,193
Letterpress impressions.	2,289,774	3,311,991	3,654,604
<u>Departmental Service,</u>			
<u>Washington, D.C.:</u>			
Offset negatives - sq. in. . . .	22,570,113	21,921,856	22,459,590
Offset plates - sq. in.	46,705,994	44,178,472	35,681,535
Offset forms	285,238	250,233	382,986
Offset impressions	193,474,512	184,837,596	180,840,227
<u>Denver, New York,</u>			
<u>San Francisco and Seattle:</u>			
Linotype slugs set	540	1,275	3,303
Offset negatives - sq. in. . . .	16,031,438	16,240,535	13,650,963
Offset plates - sq. in.	22,174,587	24,478,550	23,789,927
Offset forms	136,629	149,857	172,418
Offset impressions	98,775,815	104,300,572	98,216,880
Letterpress forms.	1,695	1,613	2,326
Letterpress impressions.	1,644,954	1,999,814	2,427,305

*Decrease due to discontinuance of U.S.I.A. program